No. L. 4266—Ml. 113-33-6, dated, Bangalore, 19th—21st December 1933.

In exercise of the powers vested under Section 106 (2) (*c*) of the Mysore Minor Municipalities Regulation, 1933, and other powers in this behalf, the following rules are made by the Government for regulating the conduct of business and proceedings at meetings of Municipal Councils in minor municipalities in the State :—

Conduct of business.

1. Every meeting of a Municipal Council shall, except for reasons to be specified in the notice convening the meeting, be held in the building used as a Municipal Office by such Municipal Council.

2. Seven clear days' notice of an ordinary general meeting, and three clear days' notice or in cases of great urgency, notice of such shorter period as is reasonable of a special general meeting, specifying the time and place at which such meeting is to be held and the business to be transacted thereat, shall be given to the Councillors, and posted up at the Municipal Office. The said notice shall include any motion or proposition of which a Councillor shall have given written notice, not less than ten days previous to the meeting, of his intention to bring forward thereat, and, in the case of a special general meeting, any motion or proposition mentioned in any written request made for such meeting.

Provided that motion on or proposition of which a councillor or councillors shall have given notice shall relate to matters connected with the Municipal administration and shall not be inconsistent with the provisions of the Regulation.

3. Every meeting shall be open to the public unless the presiding authority deems any inquiry or deliberation pending before the Municipal Council to be such as should be held in private.

Provided that the said authority may, at any time, cause any person to be removed who interrupts the proceedings.

4. Except with the permission of the presiding authority, which permission shall not be given in the case of a motion or proposition to modify or cancel any

resolution within three months after the passing thereof, no business shall be transacted and no proposition shall be discussed at any general meeting unless it has been mentioned in the notice convening such meeting, or, in the case of a special general meeting, in the written request for such meeting.

5. Any general meeting may, with the consent of a majority of the councillors present, be adjourned from time to time to a later hour on the same day or to any other day; but no business shall be transacted at any adjourned meeting other than that left undisposed of at the meeting from which the adjournment took place.

A notice of such adjournment posted in the Municipal Office shall be deemed sufficient notice of the adjourned meeting.

6. No resolution of a Municipal Council shall be modified or cancelled within three months after the passing thereof, except by a resolution passed by not less than one-half of the whole number of Councillors at a general meeting, whereof notice shall have been given, fulfilling the requirements of rule 4 and setting forth fully the resolution which it is proposed to modify or cancel at such meeting, and the motion or proposition for the modification or cancellation of such resolution.

7. If at the hour fixed for the meeting a quorum be not present, the presiding authority shall allow 30 minutes to elapse before he adjourns the meeting and if 30 minutes from the hour fixed for the meeting elapse without the assembling of a quorum, the meeting shall stand adjourned to that day next week at the same time and place. If, after the commencement of business the presiding authority notices that a quorum is not present or any councillor calls the attention of the presiding authority to the fact that a quorum is not present, the presiding authority shall immediately suspend business, and shall count the number of councillors present, and if that number be insufficient to form a quorum, the presiding authority shall adjourn the meeting.

8. The business at the meetings of a Municipal Council shall ordinarily be conducted in Kannada and the minutes of the proceedings kept under Sub-Section (8) of Section 18 of the Regulation shall, at all reasonable times, be open to inspection by any inhabitant of the Municipality.

Procedure at meetings.

9. After the presiding authority has taken his seat, the minutes of the last previous meeting shall be read and after confirmation, shall be signed by the presiding authority; provided that, when they have already been circulated to the Councillors present in municipal limits and no objection has been taken to them, they may be taken as read. If any councillor present objects to the minutes as having been incorrectly or incompletely recorded, the presiding authority shall after taking the sense of the meeting, make such amendments in the minutes as he thinks proper, and the amended minutes shall then be confirmed and signed by the presiding authority.

10. A councillor wishing to speak shall rise in his place. The councillor who first rises to speak has the right to be heard. In cases of doubt, the presiding authority shall decide who is entitled to speak. No interruption to the speech of a councillor shall be permitted, except that the presiding authority may call the councillor to order and any other councillor may rise and request the presiding authority to call the speaker to order or to notice that a quorum is not present.

11. All questions from one councillor to another relating to the business of the meeting shall be put through the presiding authority.

12. The order in which any business that may be transacted or any proposition that may be discussed at any meeting shall be brought forward at such meeting, shall be determined by the presiding authority, who in case it is proposed by any councillor to give priority to any particular item of such business, or to any particular proposition, shall put the proposal to the meeting and be guided by the majority of votes given for or against the proposal.

13. The presiding authority shall have the power to divide into two or more distinct propositions any proposition or amendment which, in his opinion, is so complicated as to be likely to lead to confusion or inconvenience by being debated on as one proposition.

14. Each councillor rising to speak shall direct his speech to the question before the meeting or an amendment which he is himself about to propose or to a point

of order always addressing the presiding authority from his place. A councillor having spoken to a proposition or amendment is not at liberty to speak again to such proposition or amendment.

Provided that the mover of a proposition or amendment shall have a right of reply, after the presiding authority has ascertained that no other councillor entitled to speak, desires to speak.

Provided also that any councillor may second a proposition or amendment saying, "I second the proposition" or "amendment" and may reserve his right to speak later.

Provided also, that a councillor who wishes to explain any misconception of expressions used by him may do so with the permission of the presiding authority.

15. (1) Routine resolutions, such as recording periodical statements or confirming the proceedings of a Committee, may be put to the meeting by the presiding authority without their having been moved or seconded. Propositions regarding the choice of a presiding councillor, adjournments and the like must be seconded, but need not be in writing.

(2) Except as provided above in sub-rule (1) of this rule, every proposition and every amendment must be seconded.

(3) When a resolution of a Committee is submitted to the Municipal Council at a general meeting for adoption, should ordinarily be moved and seconded by a councillor who is a member of the Committee.

16. After the proposition has been moved and seconded, any councillor may propose an amendment thereto.

17. The proposer of any amendment shall state it or hand it in writing to the presiding authority at any time before he assumes his seat. When the mover of a proposition or amendment has resumed his seat, the presiding authority shall read the proposition or amendment to the meeting and ask if any councillor seconds it, and until the proposition or amendment is seconded, the presiding authority shall not permit any discussion on the question. If no councillor seconds the proposition or amendment, the presiding authority shall declare that the proposition or amendment is lost.

18. If a councillor has given due notice to move a proposition and if that councillor be not present at the

meeting or shall have ceased to be a councillor before the meeting or be unwilling to move the proposition of which he has given notice, any councillor present at the meeting may, with the consent of the presiding authority, move the proposition of which notice has been given.

19. An amendment shall usually be in the form of a proposal to omit words from the original proposition, to insert words therein, or to add words thereto. Every amendment must be relevant to the proposition it is proposed to amend and must be framed so as to form therewith an intelligible and consistent sentence. An amendment which is the direct negative of the proposition shall not be allowed.

20. After a proposition has been proposed and seconded the proposed amendments which the presiding authority has received shall be arranged in the order in which, if agreed to, each would stand in the amended proposition, and if any more proposed amendments are stated or handed to the presiding authority, they shall be inserted in that order and the presiding authority shall call upon the proposers of amendments in that order to move their amendments.

21. Each amendment must be decided before the next amendment is entered upon, but after any amendment has been proposed and seconded, any councillor may move that the amendment be amended by the omission, insertion or addition of certain words, and the presiding authority shall thereupon ask if any other councillor seconds the proposal and if seconded, the proposal to amend the amendment shall then become the question before the meeting.

22. No amendment may be made to words, which, it has already been resolved, shall stand part of, or be added to, the original proposition or amendment except by addition of other words.

23. No amendment may be proposed which is the same in substance as a proposition or amendment which has been negatived during that meeting.

24. When a question is put to the vote, the presiding authority shall call for a show of hands and the presiding authority or a councillor at his request, shall count the hands shown for and against and declare the result. If any councillor challenges the correctness of the number thus declared, the hands shall be counted a second time.

25. When there is an equality of votes and the presiding authority refrains from giving his casting vote, the proposition shall be held to be neither passed nor rejected and may be brought forward at any subsequent meeting.

26. When a budget or reappropriation statement is laid before a general meeting of a municipal council, the following procedure shall be adopted :—

(1) The presiding authority shall read each item of the abstracts or receipts and expenditure and shall without any mover or seconder, put to the meeting the question "that this item stands part of the budget or reappropriation statement."

(2) If any councillor proposes to reduce or increase or strike off the item and the proposal be seconded, such proposal shall be treated as an amendment and shall become the question before the meeting.

27. A proposal to adjourn a meeting or to postpone the consideration of a question shall take precedence of any other proposition before the meeting.

By Order,
H. V. RAMASVAMI,
Secretary to Government,
General Department.

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